

**MINUTES OF THE**  
**SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS**  
**REGULAR MONTHLY MEETING**  
**APRIL 13, 2005**

**CALL TO ORDER**

Chair Montano called the meeting to order at 10:05 a.m.

**OPENING CEREMONIES**

Chair Montano led the pledge of allegiance followed by a moment of silence.

**ATTENDANCE**

**Present:**

Chair Eleanor R. Montano  
Frank Bacio  
Vito Cannella  
John Hammargren  
Carl. Moore

**Absent**

James Cragin  
Vice Chair Helen H. Stathatos

**Others**

Lee Millen, Senior Staff,  
Commission Services  
Twila Kerr, Staff

**APPROVAL OF MINUTES OF APRIL 6, 2005**

On motion of Commissioner Hammargren, seconded by Commissioner Moore and unanimously carried, the minutes of April 6, 2005 were approved as submitted.

**CHAIR'S REPORT**

Staff was directed to provide an updated voice mail message.

### **TREASURER'S REPORT**

Commissioner Bacio reported that the current balance of the Commission's Charitable Fund is \$743.96.

### **STAFF REPORT**

Lee Millen, Senior Staff, advised that William Sias, Deputy County Counsel, is to attend a forthcoming Commission meeting; Chair Montano has asked Mr. Sias to provide a written opinion on the approved use of cameras by Commissioners on inspection site visits.

### **CORRESPONDENCE**

Chair Montano summarized several pieces of the Commission's mail for the benefit of Commissioners.

### **DISCUSSION OF THE REVISIONS TO THE COMMISSION'S BROCHURE**

This item was deferred.

### **FACILITY/GROUP INSPECTION REPORTS**

Commissioner Cannella reported that Vice Chair Stathatos will report next week on their inspection site visits of the **Shamrock Cottage** and **Camp Glenn Rocky**.

#### **Counseling & Research Associate/Masada Home – 21#1**

Commissioner Moore attempted to inspect this facility on April 12, 2005; however, the home has been reorganized and will be again housing minors next week. The inspection visit will be rescheduled to May 2005.

#### **Bright Future Youth Center – 8#3**

Commissioner Bacio re-inspected this facility on April 12, 2005 and gave a rating of **Satisfactory** with no areas of concern observed or reported. Areas of concern have been addressed: the quick release bars are in place, tree trimming done to allow for window access, pest extermination completed, and posting in place.

#### **Counseling & Research Associate/Masada Home – 21#2**

Commissioner Bacio inspected this facility on April 12, 2005 and gave a rating of **Satisfactory** with no areas of concern observed or reported. However, the fire extinguishers are due for an inspection.

**Greater Hope Society – 49#3**

Chair Montano and Commissioner Hammargren inspected this facility on April 11, 2005 and gave a rating of **Satisfactory**. Areas of minor concern: no vent over stove; city staff will be consulted regarding vent requirements.

**Greater Hope Society – 50#1**

Chair Montano re-inspected this facility on April 11, 2005 and gave a rating of Satisfactory with no areas of concern observed or reported.

Staff was directed to inquire of the Fire Department whether the receipt for the purchase of a new fire extinguisher can be accepted if the extinguisher's tag is missing.

Also, staff will add Data entered into database \_\_\_\_\_, on the Group Home Report below Worker: \_\_\_\_\_.

(Commissioner Moore was excused from the meeting at 10:45 a.m.)

**NEW BUSINESS/ANNOUNCEMENTS**

▪ **Future Facility/Group Home Visits for Upcoming Week**

Jim Corbett, Assistant Chief, Commission Services, reported that at the meeting of the Board of Supervisors on April 12, 2005, Supervisor Knabe made the following motion: That the Director of the Department of Children and Family Services work in partnership with the Sybil Brand Commission and report back to the Board in two weeks regarding the reporting relationship between the two entities with regards to group home inspections, and identify measures put in place to ensure that reports of unsatisfactory conditions are followed up on, with appropriate action taken as necessary.

Lee Millen suggested that Chair Montano attend the April 26, 2005 Board meeting to be available for comments. Mr. Corbett advised that the Chair could note the need to fill vacancies on the Commission.

In response to Commissioner Hammargren, staff will review the Board of Supervisors' Agenda and report items of interest to the Commission as part of the weekly Staff Report.

Chair Montano assigned inspection duties to Commissioners for the following week.

**PUBLIC COMMENT**

There was none.

**MATTERS NOT ON THE AGENDA (To be presented and placed on a future agenda)**

There was none.

**ADJOURNMENT**

There being no further business, Chair Montano adjourned the meeting at 11:08 a.m.

**Respectfully submitted,**

*Lee Millen*  
**Senior Staff**